

Director of Logistics

23 NOV 1962

Chief, Planning Staff, OL

Supply Division Support for Building 213

1. An examination has been made of the plans of Supply Division to accomplish their responsibilities for placement of non-technical equipment in Building 213. These responsibilities involve positioning of new furniture, filing cabinets, rugs, drapes, shelving and other items, together with some miscellaneous equipment that NPIC has stored in [redacted]. Most of the required new items have been received and stored in [redacted] but the balance of these items will be arriving through late December.

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2. [redacted] has been designated as the supervisor in charge of the labor force to accomplish these responsibilities in Building 213. He is being provided with four assistants from the staff of the [redacted]. He has arranged for the use of 24 laborers from [redacted]. He will utilize Agency trucks basically to move materiel from [redacted] to Building 213, but will augment transportation by the use of a GSA open contract.

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3. Templates for positioning all of the materiel concerned were furnished to [redacted] on 1 November and he has completed plans for the initial movement of the required items from [redacted]. A big percentage of the work to be done involves placement (includes leveling and cleaning) of about 700 sets of unitized furniture. Recaps have been developed which show requirements for unitized furniture items for each floor. The current plan gives the labor force a minimum capability of positioning 250 sets per normal work week.

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4. The plan will be implemented on 3 December. Materiel being moved from [redacted] will be brought to the north wing of the ground floor of Building 213. Materiel will be unloaded and moved into the main corridor and the rooms on the east side. Uncrating will be accomplished in this area and elevators will be used for movement to the upper floors.

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5. Positioning during the week of 3 December will be accomplished on the second floor and this will be followed by placement of items on the third and fourth floors. During the week of 10 December, priority will be given to placement of materiel in those

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SUBJECT: Supply Division Support for Building 213

areas to be occupied by elements of NPIC in the preliminary phase of the move. These areas have been identified for [redacted] Materiel will be positioned in areas only after the rooms have been completed and released for such purposes. Placement of items on the first, fifth and sixth floors will be accomplished as these respective areas are completed and released.

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6. [redacted] will secure release of the first floor area to be utilized and of required areas on the second floor prior to 3 December. Thereafter, he will secure release of various areas needed for placement of furniture and notify [redacted] of their status. Additionally, he will have the rooms on each floor numbered prior to [redacted] initiation of work on a specific floor.

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7. [redacted] plans to develop arrangements during the week of 3 December whereby certain shipments going to [redacted] will be diverted to Building 213 and placed in the temporary storage area of that building. This will reduce the handling of the materiel concerned.

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8. All requests for changes in placement, or for expediting the movement of non-technical equipment into Building 213, will be made only to [redacted]

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[redacted]

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OL/PS [redacted] (27 Nov. 62)

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